

PRATAP PUBLIC SCHOOL, KARNAL

Mid Term Examination (2023-24)

CLASS- IX

SUBJECT: INFORMATION TECHNOLOGY

Time : 2 Hours

M.M. : 50

Name _____ Section _____ Roll No. _____

General Instructions:

- * Marks are indicated against each Question.
- * Writing should be neat.
- * Write the correct question number before answering.

SECTION-A

A. Multiple Choice Questions (MCQ).

(1×12=12)

1. _____ are interesting and interactive form of communication.
a. Visual aids b. Reports c. Notices
2. _____ is the ability to see , organize and interpret one's environment.
a. Language Perception b. Visual Perception c. Feeling Perception
3. Adopting a _____ mindset helps focusing on achievements and successes.
a. Negative b. Arrogant c. Positive
4. Which device is an example of secondary memory.
a. Pen Drive b. RAM c. ROM
5. Folders inside a folder are called _____.
a. Sub-Folder b. Files c. Folder
6. Microsoft edge is a _____.
a. Web Browser b. Web Server c. Social Networking Site
7. Mixing IT with business helps in _____.
a. cost reduction b. Smooth operations c. Both a) and b)
8. _____ is used to open a file or perform an action using mouse.
a. Left Click b. Double Click c. Right Click
9. While typing, the typist completely focuses on text being _____.
a. deleted b. read c. typed

10. The document stored in a computer is called as _____.
- a. Soft Copy b. Hard Copy c. Blank Copy
11. To add a color to the background, choose the area page, then choose
- a. Gradient b. Color c. Shading
12. Mail Merge Wizard is present under _____ menu.
- a. File b. Edit c. Tools

(1×12=12)

B. Fill in the blanks.

13. _____ is the default paper size available for document printing in Open Office Writer.
14. To insert a table in a document , press _____ key combination.
15. The paste option is present in the _____ menu.
16. _____ is the unit for number of keystrokes in a one-minute period of time.
17. While typing, arms should be at a _____ angle.
18. _____ acts as bridge between IT and business areas.
19. Each web server has a unique _____.
20. _____ enable a computer to communicate over the network.
21. When you buy products over the internet without visiting the store Personally , it is called _____.
22. One can show _____ by thinking for oneself and taking action when needed.
23. Oral communication helps to get an immediate _____.
24. _____ is the main processing device of the computer.

SECTION-B

C. Answer any 7 Questions.

(2×7=14)

25. What do you understand by communication perspective?
26. What role does meditation play in building self-confidence?
27. What are the main advantages of E-banking?

28. What is the difference between a file and a folder?
29. Define Information Technology.
30. What do you understand by the term 'Ergonomics'? What is its importance?
31. What do you know about touch typing technique?
32. What is the difference between splitting and merging of cells?

D. Answer any 3 Questions.

(4×3=12)

33. What is the utility of Find and Replace option in Open Office writer? Explain the finding and replacing procedure with the help of an example.
34. Write short notes on:
 - i) Guide keys
 - ii) Function keys
 - iii) Information
 - iv) Home Key
35. What are the critical IT issues which are addressed by BPM?
36. What is the difference between Internal and External peripheral devices?
